

**ARIZONA BOARD OF APPRAISAL**  
1400 West Washington, Suite 360  
Phoenix, Arizona 85007  
(602)542-1539 FAX (602)542-1598  
Web Site: [www.appraisal.state.az.us](http://www.appraisal.state.az.us)

**REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR  
INACTIVE LICENSE OR CERTIFICATE STATUS**  
**For Active Military Duty**

The attached application is intended for use by applicants for inactive license or certificate status pursuant to A.R.S. § 32-3628.

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, your Application will be considered incomplete and will delay the issuance of your inactive license or certificate status.

**FEES:** \$0.

**PERIOD OF INACTIVE STATUS:** The period a license or certificate is on inactive status is deemed to be while the license or certificate holder is on active military duty but may not exceed three years. Active military duty does not include service persons performing weekend drill and annual training.

**DOCUMENTATION OF ACTIVE MILITARY DUTY:** An applicant for license or certificate inactive status shall provide the date the active military duty begins. The holder of an inactive license or certificate shall include with the application for reactivation a copy of the documentation from the armed forces showing the period of time that the holder of the inactive license or certificate was on active military duty.

**RESTRICTIONS UNDER INACTIVE STATUS:** A license or certificate holder on inactive status shall not: (1) Represent that the license or certificate holder is an active appraiser licensed or certified in Arizona; or (2) Perform real estate appraisals or appraisal reviews on real estate in Arizona.

**REACTIVATION OF INACTIVE STATUS:** A license or certificate holder on inactive status must file with the Board an application for reactivation of the license or certificate WITHIN 30 DAYS AFTER RETURNING HOME FROM ACTIVE MILITARY DUTY. If the holder of an inactive license or certificate timely files an application for reactivation, the license or certificate is returned to active status on the Board's approval of the application for reactivation. A license or certificate holder on inactive status remains on inactive status until the Board approves the application for reactivation. The time period for completion of the continuing education requirements that the license or certificate holder would otherwise have been required to meet during the period when the license or certificate was on inactive status is extended for a period not to exceed 180 days after return from active military duty. The license or certificate holder must submit proof of completion of any continuing education requirements to the Board no later than 30 days after completion.

**FAILURE TO MAKE TIMELY APPLICATION FOR REACTIVATION:** If the holder of an inactive license or certificate does not make timely application for reactivation, the holder must reapply for licensure or certification meeting all of the requirements in effect at the time of the reapplication.

**RENEWAL APPLICATION AND RENEWAL FEE:** A license or certificate holder on inactive status must pay the renewal fee and complete an application for renewal as required by A.R.S. § 32-3619. The time period for completion of the continuing education requirements that the license or certificate holder would otherwise have been required to meet during the period when the license or certificate was on inactive status is extended for a period not to exceed 180 days after return from active military duty. The license or certificate holder must submit proof of completion of any continuing education requirements to the Board no later than 30 days after completion.

**NOTIFICATION IN WRITING BY THE BOARD:** Because each applicant must be provided notification in writing and to allow Board staff the opportunity to process all applications in a timely manner, please be patient and wait for your written notification. Thank you for your cooperation.

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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

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\$0 Fee

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**Current license/certificate number** \_\_\_\_\_

1. Legal name of applicant \_\_\_\_\_  
(Last) (First) (Middle)

2. Mailing address \_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (County) (State) (Zip)

**NOTE: All mail will be sent to your mailing address.**

3. Daytime telephone number \_\_\_\_\_

4. Fax number \_\_\_\_\_

5. E-Mail address \_\_\_\_\_

6. Business name and address \_\_\_\_\_

\_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (County) (State) (Zip)

7. Permanent residence address \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (County) (State) (Zip)

8. Date active military duty begins: \_\_\_\_\_

**VERIFICATION BY OATH OR AFFIRMATION**

I have read and understand the requirements for inactive license or certificate status and hereby request to have my license or certificate placed on inactive status.

Type or print name of applicant

Signature of applicant

Date

**IRREVOCABLE CONSENT TO SERVICE OF PROCESS**

(For Nonresidents of Arizona Only)

By signing this application, I give my irrevocable consent that service of process on me may be made by delivery of the process to the Secretary of State if, in an action against me in a court of this state arising out of my activities as a state licensed or state certified appraiser, the plaintiff cannot effect, in the exercise of due diligence, personal service on me.

Signature of applicant

Date \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_